File Management

Please Print - fill out the form and hand in.

1. Did this review help strengthen your confidence for using the computer?
    _____

2. Were the practices and discussions effective?
    _____

3. Were the lessons too long or too short for the allotted time?
    _____

4. Do you feel you have acquired the basic skills you need?
    _____

Let's Review

Are you comfortable using the mouse?	Yes ___	No ___
What does single-clicking do?		_____
What does double-clicking do?		_____
What does right-clicking do?		_____
What does click and drag do?		_____
Do you know where the Task Bar is located?	Yes ___	No ___
Do you know where the Title Bar is located?	Yes ___	No ___
Do you know how to move a window?	Yes ___	No ___
Do you know how to resize a window?	Yes ___	No ___
Do you recognize the different cursors?	Yes ___	No ___
Select cursor or normal mouse cursor is		_____
Blinking Cursor or I-Beam cursor is		_____
Double-headed arrow cursor is used to		_____
Do you understand the scroll bar?	Yes ___	No ___
Do you understand the scroll buttons?	Yes ___	No ___
Do you understand the scroll wheel?	Yes ___	No ___
Name this Control Button ... ▬		_____
Name this Control Button ... ▢		_____
Name this Control Button ... ✕		_____
Are you comfortable with the Internet?	Yes ___	No ___
Do you understand URLs?	Yes ___	No ___
Do you understand the Favorites folder?	Yes ___	No ___
Are you comfortable using your e-mail?	Yes ___	No ___
Do you feel you can do attachments?	Yes ___	No ___
Are you more confident about preventing viruses?	Yes ___	No ___

Any other comments, questions or suggestions?